

CONFIDENTIAL

MEMORANDUM

12 October 1950

TO : Chief, Special Support Staff

FROM : Finance Division

SUBJECT: Per Diem and Travel Expenses of New Employees

25X1A 1. We have just received five personnel appointment actions pertaining respectively to [REDACTED], each appointed as Comm Tech. (crypt), GS-4, and in each case the initial official station is described as "Overseas destination unknown".

2. Each of these actions contains a statement that "per diem and travel not authorized per memorandum from Management dated 28 July 1950". It is our understanding that the basis for this statement is the fact that these employees are hired under an emergency pool arrangement which is over and above the normal pool authorization, and that some of the employees concerned may be assigned departmentally dependent upon requirements of the Communications Division after the individual has been trained. It is also our understanding that recruitment officials are simultaneously employing for identical positions in the regular pool, the extra or emergency pool, specific station requirements and departmental requirements. Thus, it may be merely a matter of chance as to the T/O location of an individual employee. However, under this chance arrangement it appears quite possible that individuals who are placed against regular pool assignments receive travel expenses and per diem while in training in Washington whereas an individual placed against the emergency pool may be prohibited such travel expenses and per diem.

3. It is recommended that the basis for determination as to eligibility for travel expenses and per diem be changed from that of circumstance and T/O location to a specific understanding with each individual at the time of employment.

4. In our opinion there are four clearly defined categories of new employees with respect to eligibility for travel expenses and per diem. They are:

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[REDACTED]

(b) Those employed for specific field positions;

(c) Those employed under a pool arrangement for field positions exclusively where there is no limitation as to time or area of assignment and no intent on the part of the Agency to as-

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[REDACTED]

(d) Those employed under a pool arrangement where there is uncertainty as to the place of assignment or where the individual agrees to go to certain areas only if and when positions in those areas are open.

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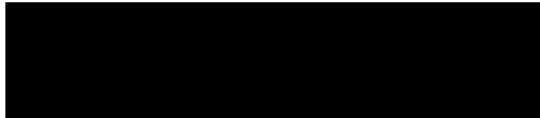
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5. Categories (a) and (c) are entitled to travel expenses and per diem allowances under the regulations of this Agency provided such payments have proper administrative approval. Category (b) is clearly not entitled to either travel expenses or per diem. In our opinion some individuals in category (d) may be legally entitled to such emoluments if administratively approved; however, we recommend administrative disapproval of all such cases. Disapproval could be based upon a clear understanding with the individual that for the consideration of being given a position and in view of the uncertainties, limitations and/or qualifications with respect to time and place of permanent assignment, the individual must place himself in Washington at his own expense and will be entitled to no per diem unless and until he actually begins travel to a field post. In order to protect the individual in the event of future assignment abroad, travel orders should be written establishing his potential field status. However, such orders should specify that no payments will be made thereunder.

6. It is also recommended that consideration be given to a downward revision of the rate and amount of per diem paid to those new employees who are determined to be entitled to per diem under the above categories. We believe that the principal revision should be concerned with employees without dependents and to a lesser degree, employees with one dependent. Authority for such revision now rests with the Chief, Finance Division, Chief, Special Support Staff, or the Executive; however, it appears to be the intent of the Agency that such authority be exercised at the level of the Finance Division in individual cases only, therefore it would not be appropriate to reduce the rate of all payments without amendment of existing Agency regulations and procedures. In this connection, we recommend consideration of the schedule presented in paragraph 5 of our memorandum dated 10 October 1950, subject "Per Diem and Travel Expenses of New Employees".

7. If you approve the above recommendations, we suggest initiation of a standard form which will accompany each recruitment action. The first portion of this form should be devoted to explanation of the categories of new employees for the purpose of determining eligibility for travel expenses and per diem; therefore, each category should be sufficiently explained to allow uniform application by recruitment and operations officials. The second portion of the form should provide for classification of an individual employee with respect to the categories described thereon, and should provide space for such explanation as may be necessary regarding the basis for this determination. We believe that this form should be approved by the same officials who now approve or authorize employment actions.

8. Pending further instructions, it is assumed that the individual cases described in paragraph 1 above, and subsequent similar cases should be classified in category (d) and that the Finance Division should brief the employees and take action accordingly.



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